



STATE OF MISSOURI  
OFFICE OF ADMINISTRATION  
DIVISION OF PURCHASING AND MATERIALS MANAGEMENT

## NOTIFICATION OF STATEWIDE CONTRACT

December 31, 2013

**CONTRACT TITLE: BOOKS AND MATERIALS**

**CURRENT CONTRACT PERIOD: JANUARY 1, 2014 through FEBRUARY 28, 2014**

**BUYER INFORMATION:** Laurie Borchelt  
(573) 751-1702  
[laurie.borchelt@oa.mo.gov](mailto:laurie.borchelt@oa.mo.gov)

RENEWAL INFORMATION	Original Contract Period	Potential Final Expiration
	January 1, 2009 through December 31, 2009	February 28, 2014

ALL PURCHASES MADE UNDER THIS CONTRACT MUST BE FOR **PUBLIC USE ONLY**.  
PURCHASES FOR PERSONAL USE BY PUBLIC EMPLOYEES OR OFFICIALS ARE PROHIBITED.

THE USE OF THIS CONTRACT IS **PREFERRED** FOR ALL STATE AGENCIES.  
Local Purchase Authority should not be used to purchase supplies/services included in this contract.

*~ Instructions for use of the contract, specifications, requirements, and pricing are attached ~.*

CONTRACT NUMBER	VENDOR NUMBER	VENDOR INFORMATION	MBE/WBE	COOP PROCUREMENT
C109087001	5617617290 2	Baker & Taylor, Inc. 2550 West Tyvola Road, Suite 300 Charlotte, NC 28217  <b><u>BOOKS &amp; SPOKEN WORD AUDIO</u></b>  <b><u>Ordering for Public Libraries:</u></b> Baker & Taylor, Inc. 3584 Old Maysville Road Commerce, GA 30529  <b>Phone No.:</b> (800) 775-1100 <b>Fax No.:</b> (800) 775-7480  <b>Customer Service Representative:</b> Connie Perdue Phone No.: (800) 775-2300 ext. 419 Fax No.: (800) 775-3500 Email Address: <a href="mailto:connie.perdue@baker-taylor.com">connie.perdue@baker-taylor.com</a>	No	Yes (within the State of Missouri)

CONTRACT NUMBER	VENDOR NUMBER	VENDOR INFORMATION	MBE/ WBE	COOP PROCURE- MENT
		<p><b>Sales Consultants:</b>  Lois Bacon  Phone No.: (800) 775-7930 ext. 1050  Email Address: <a href="mailto:lois.bacon@baker-taylor.com">lois.bacon@baker-taylor.com</a></p> <p><b>Bid/Contract Contact:</b>  Susan Gurley  Email Address: <a href="mailto:susan.gurley@baker-taylor.com">susan.gurley@baker-taylor.com</a></p> <p><b><u>Ordering for School Libraries:</u></b>  Baker &amp; Taylor, Inc.  3584 Old Maysville Road  Commerce, GA 30529</p> <p><b>Phone No.:</b> (800) 775-1100  <b>Fax No.:</b> (800) 775-7480</p> <p><b>Customer Service Representative:</b>  Delilah Waldroup  Phone No.: (800) 775-1200 ext. 2434  Fax No.: (800) 775-1300  Email Address: <a href="mailto:deliah.waldroup@baker-taylor.com">deliah.waldroup@baker-taylor.com</a></p> <p><b>Account Manager:</b>  Carole Steinmetz  Phone No.: (800) 775-7930 ext. 1009  Email Address: <a href="mailto:carole.steinmetz@baker-taylor.com">carole.steinmetz@baker-taylor.com</a></p> <p><b><u>Ordering for Academic Libraries:</u></b>  Baker &amp; Taylor, Inc.  501 S. Gladiolus Street  Momence, IL 60954-1799</p> <p><b>Phone No.:</b> (800) 775-2300  <b>Fax No.:</b> (800) 775-3500</p> <p><b>Customer Service Representative:</b>  Fran Graves  Phone No.: (800) 775-2300 ext. 251  Fax No.: (800) 775-3500  Email Address: <a href="mailto:fran.graves@baker-taylor.com">fran.graves@baker-taylor.com</a></p> <p><b>Area Sales Manager:</b>  Frances Lewis  Phone No.: (800) 258-3774 ext. 3318  Email Address: <a href="mailto:flewis@ybp.com">flewis@ybp.com</a></p>		

CONTRACT NUMBER	VENDOR NUMBER	VENDOR INFORMATION	MBE/ WBE	COOP PROCURE- MENT
		<p><b><u>DVD/MUSIC AUDIO</u></b></p> <p><b><u>Ordering for All Libraries:</u></b>  Baker &amp; Taylor, Inc.  Attn: Library Services  875 Greentree Road, Suite 678  Seven Parkway Center  Pittsburgh, PA 15220</p> <p><b><u>Customer Service Representative:</u></b>  Heather Guenther  Phone No.: (800) 775-2600 ext. 2026  Fax No.: (888) 285-8922  Email Address: <a href="mailto:heather.guenther@baker-taylor.com">heather.guenther@baker-taylor.com</a></p>		
C109087002	4308345050 0	<p>Midwest Library Service  11443 St. Charles Rock Road  Bridgeton, MO 63044-2789</p> <p><b>Contact:</b>  Terry Marksbury  Phone No.: (800) 325-8833 or (314) 739-3100  Fax No.: (800) 962-1009 or (314) 739-1326  Email Address: <a href="mailto:Marksbury@midwestls.com">Marksbury@midwestls.com</a></p>	No	Yes
C109087003	7428522440 0	<p>Complete Book &amp; Media Supply  1200 Toro Grande Dr., Ste 200  Cedar Park, TX 78613</p> <p><b>Contact:</b>  Jessica Kelly  Phone No.: (800) 986-1775  Fax No.: (512) 616-0410  Email Address: <a href="mailto:Jessica@completebook.com">Jessica@completebook.com</a></p>	No	Yes
C109087004	2016071000 0	<p>Follett Educational Services  1433 International Pkwy  Woodridge, IL 60517</p> <p><b>Contact:</b>  John Fleming  Phone No.: (800) 621-4272  Fax No.: (800) 638-4424  Email Address: <a href="mailto:bidadmin@fes.follett.com">bidadmin@fes.follett.com</a></p>	No	Yes
C109087005		<b>CANCELLED</b>		

CONTRACT NUMBER	VENDOR NUMBER	VENDOR INFORMATION	MBE/ WBE	COOP PROCURE- MENT
C109087006	6210762960 0	Davidson Titles, Inc. P.O. Box 3538 Jackson, TN 38303-3538  <b>Contact:</b> Brenda Davidson Phone No.: (800) 433-3903 Fax No.: (800) 787-7935 Email Address: <a href="mailto:Brenda@davidsontitles.com">Brenda@davidsontitles.com</a>	No	Yes
C109087007	2020800390 0	Textbook Warehouse, LLC 936 Curie Dr. Alpharetta, GA 30005  <b>Contact:</b> Diane Goldsmith Phone No.: (800) 796-9152 Fax No.: (800) 796-9154 Email Address: <a href="mailto:sales@tbwarehouse.com">sales@tbwarehouse.com</a>	No	Yes
C109087008	4317721840 0	Unique Books, Inc. 5010 Kemper Avenue St. Louis, MO 63139  <b>Contact:</b> Mary Jo Hunter Phone No.: (800) 533-5446 Fax No.: (314) 776-0841 Email Address: <a href="mailto:uniquemaryjo@sbcglobal.net">uniquemaryjo@sbcglobal.net</a>	Yes	Yes

## STATEWIDE CONTRACT HISTORY

The following summarizes actions related to this Notification of Statewide Contract since its initial issuance. Any and all revisions have been incorporated into the attached document.

Contract Period	Issue Date	Summary of Changes
01/01/14-02/28/14	12/31/13	Contract extensions through 2/28/14.
01/01/13-12/31/13	03/25/13	Various Baker & Taylor contacts and contact information updated.
01/01/13-12/31/13	10/05/12	Contract renewal through 12/31/2013.  Note that the Budgettext contract (C109087005) has been cancelled. As a result, Textbook Warehouse now holds the Primary award for line items 007 and 016 and Secondary award for line item 004; Follett Educational Services now holds the Secondary award for line item 007; and Davidson Titles now holds the Secondary award for line item 016.
01/01/12-12/31/12	05/16/12	Update Complete Book & Media's street address.
01/01/12-12/31/12	02/22/12	Change DVD/Music Audio Customer Service Representative for Baker and Taylor from Sandy Johns to Patty Crispino.
01/01/12-12/31/12	11/10/11	Contract renewal through 12/31/2012.
01/01/11-12/31/11	12/7/10	Contract renewal through 12/31/2011.
01/01/10-12/31/10	10/06/10	Update Sales Consultant contact information for Baker & Taylor. Lois Bacon is now the contact at Baker & Taylor.
01/01/10-12/31/10	02/04/10	Correct Follett Educational Services email address.
01/01/10-12/31/10	01/28/10	Update Unique Books phone number and WBE status.
01/01/10-12/31/10	12/1/09	Contract renewal through 12/31/2010.
01/01/09-12/31/09	12/3/08	Initial issuance of new statewide contract.

## GENERAL INFORMATION

### 1. **Multiple Awards:**

Multiple contracts have been awarded to assure availability of the publications/materials. Agencies shall contact the Primary contractor for the specific product category desired. If the product is not available from the Primary contractor, the agency shall contact the Secondary contractor. If the product is not available from the Secondary contractor, the agency shall then contact the Tertiary contractor.

### 2. **Preferred Use Contract:**

This contract has been established for the purchase of books and materials. It is a "Preferred Use" contract which means the agencies should use this contract when pricing, delivery, and other contractual terms and conditions are in the state agency's best interests. Agencies may waive themselves from using the contract so long as such determination is supportable and in the best interest of the State. Reasons for not using the contract may include, but may not necessarily be limited to, order delivery time not meeting the agency's needs, specific item is out-of-stock for an unreasonable amount of time without an acceptable substitute, specific item on contract is not what the state agency legitimately needs to meet the agency's public responsibility, cost of the item exceeds historical and/or current market pricing and would be unduly burdensome to pay the contract price.

### 3. **Delivery:**

	<u>In-Stock</u>	<u>Non-Stock</u>
Baker & Taylor, Inc.	1-5 calendar days ARO	14-45 calendar days ARO
Midwest Library Services	7 calendar days ARO	30-60 calendar days ARO
Complete Book & Media Supply	7 calendar days ARO	30-60 calendar days ARO
Follett Educational Services	5-10 calendar days ARO	10-15 calendar days ARO
Budgettext Corporation	2-3 calendar days ARO	10-15 calendar days ARO
Davidson Titles , Inc.	7 calendar days ARO	30 calendar days ARO
Textbook Warehouse, LLC	7 calendar days ARO	15 calendar days ARO
Unique Books, Inc.	7 calendar days ARO	30-60 calendar days ARO

### 4. **Minimum Order Quantities:** With the exception of the two contractors listed below, there are no minimum order quantities on any of the contracts.

Textbook Warehouse, LLC - Orders under \$100.00 a 7% handling charge applies.

Unique Books, Inc. – Orders under \$100.00 a 5% handling charge applies.

### 5. **Restocking Fee:** Unprocessed books may be returned for credit without cause provided they are in resaleable condition. The following restocking charges apply:

Baker & Taylor, Inc. - No Restocking Fee  
Midwest Library Service - No Restocking Fee  
Complete Book & Media Supply - 10%  
Follett Educational Services – No Restocking Fee  
Budgettext Corporation – 10%  
Davidson Titles, Inc. - No Restocking Fee  
Textbook Warehouse, LLC – No Restocking Fee  
Unique Books, Inc. – No Restocking Fee

**CONTRACT AWARDS**

<b>Line Item</b>	<b>Item Description</b>	<b><u>Primary Awards</u></b>	<b><u>Discount</u></b>	<b><u>Secondary Awards</u></b>	<b><u>Discount</u></b>	<b><u>Tertiary Awards</u></b>	<b><u>Discount</u></b>
001	C/S Code: 71599 <i>Publications, Miscellaneous</i> <b>Trade Hardcover Books</b>	Baker & Taylor (C109087001) *Category Definitions I, II	45.4%	Textbook Warehouse (C109087007)	36%	Midwest Library Service (C109087002)	30%
002	C/S Code: 71599 <i>Publications, Miscellaneous</i> <b>Medical Books</b>	Midwest Library Service (C109087002)	5%	Complete Book & Media Supply (C109087003)	5-20%	Davidson Titles (C109087006)	5%
003	C/S Code: 71599 <i>Publications, Miscellaneous</i> <b>Association/Societies Publications</b>	Complete Book & Media Supply (C109087003)	5-20%	Davidson Titles (C109087006)	5%	Midwest Library Service (C109087002)	0%
004	C/S Code: 71599 <i>Publications, Miscellaneous</i> <b>Trade Paperbacks</b>	Baker & Taylor (C109087001) **Category Definitions III, IV	40%	Textbook Warehouse (C109087007)	36%	No Award	No Award
005	C/S Code: 71599 <i>Publications, Miscellaneous</i> <b>Juvenile</b>	Follett Educational Services (C109087004)	32%	Midwest Library Service (C109087002)	30%	Baker & Taylor (C109087001) Category Definitions ***VI, VII	22%
006	C/S Code: 71599 <i>Publications, Miscellaneous</i> <b>Textbooks, Technical, University Press</b>	Midwest Library Service (C109087002)	17%	Unique Books (C109087008)	16%	Complete Book & Media Supply (C109087003)	5-20%
007	C/S Code: 71599 <i>Publications, Miscellaneous</i> <b>Mass Market Paperbacks</b>	Textbook Warehouse (C109087007)	36.5%	Follett Educational Services (C109087004)	32%	No Award	No Award
008	C/S Code: 71599 <i>Publications, Miscellaneous</i> <b>Music Cassettes</b>	Davidson Titles (C109087006)	20%	Complete Book & Media Supply (C109087003)	5-20%	No Award	No Award
009	C/S Code: 71599 <i>Publications, Miscellaneous</i> <b>Music CD's</b>	Baker & Taylor (C109087001)	26%	Davidson Titles (C109087006)	20%	Complete Book & Media Supply (C109087003)	5-35%
010	C/S Code: 71599 <i>Publications, Miscellaneous</i> <b>Educational Videos</b>	Davidson Titles (C109087006)	10%	Complete Book & Media Supply (C109087003)	5-35%	No Award	No Award

011	C/S Code: 71599 <i>Publications, Miscellaneous</i> <b>Videos other than Educational</b>	Davidson Titles (C109087006)	20%	Complete Book & Media Supply (C109087003)	5-35%	No Award	No Award
012	C/S Code: 71599 <i>Publications, Miscellaneous</i> <b>Educational DVD's</b>	Baker & Taylor (C109087001)	28%	Unique Books (C109087008)	16%	Davidson Titles (C109087006)	10%
013	C/S Code: 71599 <i>Publications, Miscellaneous</i> <b>DVD's other than Educational</b>	Baker & Taylor (C109087001)	28%	Davidson Titles (C109087006)	20%	Complete Book & Media Supply (C109087003)	5-35%
014	C/S Code: 71599 <i>Publications, Miscellaneous</i> <b>Audio Book Cassettes</b>	Davidson Titles (C109087006)	20%	Complete Book & Media Supply (C109087003)	5-35%	No Award	No Award
015	C/S Code: 71599 <i>Publications, Miscellaneous</i> <b>Audio Book CD's</b>	Davidson Titles (C109087006)	20%	Complete Book & Media Supply (C109087003)	5-35%	No Award	No Award
016	C/S Code: 71599 <i>Publications, Miscellaneous</i> <b>Pre-Bound Paperback Books</b>	Textbook Warehouse (C109087007)	36.5% +4.50 hardcover	Davidson Titles (C109087006)	30% +\$5.50 binding fee	No Award	No Award
017	C/S Code: 71599 <i>Publications, Miscellaneous</i> <b>CD ROM Materials</b>	Davidson Titles (C109087006)	15%	Complete Book & Media Supply (C109087003)	5-35%	No Award	No Award

The following category definitions apply to awarded Baker and Taylor books/materials:

**\*Category Definitions I – Adult Trade Hardcover Editions (0=Hardcover Trade Editions, C=Hardcover Computer Books) –** *(may include some spoken word audio materials)*

High demand materials from widely distributed publishers designed for the general consumer, usually dealing with a subject matter having broad mass appeal. These titles are typically related in hardback and can be either fiction or current non-fiction. Publisher promotional/media expenditures and print runs are customarily high for these titles than for most others. Inventory is maintained with preferred stock status (regularly stocked in three to four major warehouses). An example of a trade edition would be: The Broker by John Grisham, ISBN: 0385510454.

**\*Category Definitions II – Juvenile Trade Hardcover Editions (J)**

High demand, juvenile materials from widely distributed publishers designed for the general consumer, usually dealing with a subject matter having broad mass appeal. These titles are typically released in hardback and can be either fiction or current non-fiction. Publisher promotional/media expenditures and print runs are customarily higher for these titles than for most others. Inventory is maintained with preferred stock status (regularly stocked in three to four major warehouses). An example of a trade edition would be: A Light in the Attic by Shel Silverstein, ISBN: 0060256737.



**\*\*Category Definitions III – Adult Quality Paperback Editions (B=Paperback Trade Editions, C=Paperback Computer Books)**

High demand paperback materials from widely distributed publishers, other than the standard rack size paperback, typically found in bookstores and other retail outlets. Inventory is maintained with preferred stock status (regularly stocked in three to four major warehouses). An example of a quality paperback would be: Bridgett Jones's Diary by Helen Fielding, ISBN: 014028009X.

**\*\*Category Definitions IV – Juvenile Quality Paperback Editions (G)**

High demand, juvenile paperback materials from widely distributed publishers, other than the standard rack size paperback, typically found in bookstores and other retail outlets. Inventory is maintained with preferred stock status (regularly stocked in three or four major warehouses). An example of a quality paperback would be: Charlottes's Web by E.B. White, ISBN: 0064400557.

**\*\*\*Category Definitions VI – Single Edition Reinforced (R)**

A high quality binding designed to provide a long shelf life in a heavy use environment. Although the binding is fanned and glued it may not be sewn, which is typically found in the publisher library edition. Subject content can include both fictional and non-fiction works appealing to juveniles as well as adults. These bindings are identified by the publisher to Baker & Taylor. An example of a single edition reinforced binding would be: Bunnicula Strikes Again! by James Howe, ISBN: 0689814631.

**\*\*\*Category Definitions VII – Publisher Library Editions (Z)**

Fiction as well as non-fiction materials appealing to both juveniles and adults, designed with the rugged durability required of the environment typically found in a library setting. Publisher Library Editions are traditionally of the highest quality, usually fanned, sewn and glued to provide the greatest possible shelf life of any binding. These bindings are identified by the publisher library edition would be: If You Give a Pig a Pancake by Laura Joffe Numeroff, ISBN: 0060266872.

**State of Missouri  
Office of Administration  
Division of Purchasing and Materials Management  
Contract Performance Report**

Please take a moment to let us know how this contract award has measured up to your expectations. If reporting on more than one contractor or product, please make copies as needed. This office will use the information to improve products and services available to state agency users. **Comments should include those of the product's end user.**

**Contract No.:** \_\_\_\_\_ **Contractor:** \_\_\_\_\_

**Describe Product Purchased (include Item No's., if available):** \_\_\_\_\_

**Rating Scale:** 5 = Excellent, 4 = Good, 3 = Average, 2 = Poor, 1 = Fails to meet expectations

<b>Product Rating</b>	<b>Rate 1-5, 5 best</b>
Product meets your needs	
Product meets contract specifications	
Pricing	

<b>Contractor Rating</b>	<b>Rate 1-5, 5 best</b>
Timeliness of delivery	
Responsiveness to inquiries	
Employee courtesy	
Problem resolution	
Recall notices handled effectively	

**Comments:** \_\_\_\_\_

**Prepared by:** \_\_\_\_\_ **Title:** \_\_\_\_\_ **Agency:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Please detach or photocopy this form & return by FAX to 573/526-9816, or mail to:**

Office of Administration  
Division of Purchasing and Materials Management  
301 West High Street, RM 630  
PO Box 809  
Jefferson City, Missouri 65102  
**You may also e-mail form to the buyer as an attachment at**  
[Laurie.borchelt@oa.mo.gov](mailto:Laurie.borchelt@oa.mo.gov)